



**THE PENNSYLVANIA CYBER CHARTER SCHOOL**

**REQUEST FOR PROPOSAL FOR  
K-8 MATH AND READING DIAGNOSTIC  
ASSESSMENT AND PRESCRIPTIVE LEARNING SOLUTION**

Release Date: April 17, 2019

**Proposal Deadline: May 17, 2019 before 4:00pm EST**

**NOTICE TO VENDORS:**

PA Cyber requests Vendor responses to this Request for Proposal (“RFP”) for a Kindergarten through Eighth Grade (“K-8”) math and reading diagnostic assessment and prescriptive learning solution under the following requirements, terms and conditions. PA Cyber reserves the right to cancel this RFP at any time or accept or reject any proposals submitted in response to this RFP.

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## **BACKGROUND**

The Pennsylvania Cyber Charter School (“PA Cyber”) is a public charter school authorized by the Pennsylvania Department of Education (“PDE”). PA Cyber operates as a nonprofit entity incorporated in the Commonwealth of Pennsylvania and serves 11,000 students in Kindergarten through Twelfth Grade.

PA Cyber requests Vendor responses to this Request for Proposal (“RFP”) for a one (1) year contract for a Kindergarten through Eighth Grade (“K-8”) math and reading diagnostic assessment and prescriptive learning solution under the following requirements, terms and conditions. Proposals may be submitted for all or a portion of the Services outlined in this RFP. If Vendor does not propose to provide all Services, then Vendor must clearly delineate the Services it proposes to furnish and those it does not. PA Cyber reserves the right to cancel this RFP at any time or accept or reject any and all submissions submitted by Vendor in response to this RFP.

All Vendors must comply with the following:

### **I. KEY DEADLINES**

Vendors must comply with the following deadlines. Except for the Award Notification and Implementation dates, which may be extended in PA Cyber’s sole discretion, time is of the essence for all other deadlines.

RFP Release Date:	April 17, 2019
Intent to Submit Proposal by Vendor:	April 26, 2019
Cut Off Date for Questions:	May 10, 2019 12:00pm EST
Proposal Due Date:	May 17, 2019 4:00pm EST
Presentations by Vendor Finalists:	Week of May 28-31, 2019
Second Presentation by Vendor (if needed)	TBD
Award Notification:	June 7, 2019
Implementation:	August 2019

### **II. RFP RESPONSE INSTRUCTIONS**

Vendors should submit their Intent to Submit Proposal to Jennifer Shoaf via email at [jennifershoaf@pacyber.org](mailto:jennifershoaf@pacyber.org) by April 26, 2019. All Vendors must submit an Intent to Submit Proposal by or on April 26, 2019 to be eligible to submit a Proposal.

Vendors must submit one (1) hard copy and one (1) electronic copy of the Proposal at any time prior to, but not later than, **4:00pm EST on May 17, 2019**. In its sole discretion, PA Cyber may extend the deadline for the delivery of Proposals. Hard copies of the Proposal shall be submitted by mail or hand delivered, and electronic copies shall be emailed, to the following address:

The Pennsylvania Cyber Charter School  
652 Midland Avenue  
Midland, PA 15059  
Email: [jennifershoaf@pacyber.org](mailto:jennifershoaf@pacyber.org)  
Subject/Attn: Diagnostic Assessment & Prescriptive Solution RFP

PA Cyber reserves the right to reject any Proposal received after 4:00pm EST on May 17, 2019, or that otherwise fails to comply with the requirements of this RFP.

### **III. PROPOSAL TERM**

Vendor's Proposal shall remain open and valid for a minimum period of 30 days after the Proposal Due Date.

### **IV. VENDOR INQUIRIES**

All Vendor questions concerning this RFP should be directed to Jennifer Shoaf in writing via email to: [jennifer.shoaf@pacyber.org](mailto:jennifer.shoaf@pacyber.org). The deadline for the submission of questions is May 10, 2019 by 12:00pm EST. PA Cyber will post all questions and answers to our website for all Vendors to view. These questions and answers can be found by clicking on Request for Proposals at [www.pacyber.org/about](http://www.pacyber.org/about). PA Cyber will not respond to any questions that are not submitted in accordance with this section.

### **V. SERVICE SPECIFICATIONS**

Proposals are being requested for a K-8 math and reading diagnostic assessment and prescriptive learning solution (the "Services"). The Services must meet the following requirements:

#### **A. TECHNOLOGY REQUIREMENTS**

- Single Sign-On capabilities with PA Cyber's Student Information System
- Ability for Vendor to utilize client provided credentials for PA Cyber staff and student login to Vendor's platform
- Ability for daily update of enrollments and withdrawals by student
- Diagnostic and Instruction Progress Reports must be accessible through a parent or student portal using student credentials
- Single URL access for assessment and prescriptive learning exercises
- Exportable reports for staff and students

- Compatible with PA Cyber issued student and staff laptops

## **B. MATH AND READING DIAGNOSTIC ASSESSMENT REQUIREMENTS**

- Aligned to PA Core Standards
- Aligned to the WIDA Standards for ELL students
- Initial screener with adaptive assessment to grade level proficiency subskills
- Adaptable to developmental level
- Predictive to student performance on state assessments
- Ability for PA Cyber to create flexible groupings of students
- Initial assessment lasting approximately 30-45 minutes
- Ability for administrators or teachers to enable exams
- Ability to add or remove students from classes by SFTP

## **C. REPORTING REQUIREMENTS**

### **i. District/School Level Reports**

- Ability to pull reports of 100+ students
- Ability to view active students in diagnostic and instruction
- Provide score range overview by testing subject
- Refine data according to specific standards
- School level test completion reports
- Grade level prescription report
- Teacher login use report
- Capacity to report results by subgroup (socio-economic data, historically underachieving students, etc.)

### **ii. Administrator Reports**

- Ability to view active students in diagnostic and instruction
- School score range overview by testing subject and grade
- Ability to refine data according to standards by grade
- Ability to refine data according to subgroup (socio-economic data, historically underachieving students, etc.)
- Diagnostic growth
- School level completion report
- Teacher login/usage report

### **iii. Teacher Reports**

- Ability to view active students in diagnostic and instruction
- Class range overview by subject
- Ability to refine data according to standards

- Class completion report
- Class prescriptive report
- Individual student prescriptive report

**iv. Parent Reports**

- Student summary report by content area
- Simple explanation of student progress
- Detailed student report by content area
- Diagnostic and Instruction Progress Reports must be accessible through a parent or student portal using student credentials

**D. PRESCRIPTIVE SOLUTION REQUIREMENTS**

- Automated learning path
- Teacher ability to create formative assessments
- Teacher ability to modify skills at varying levels
- Ability to create flexible groupings

**E. PROFESSIONAL DEVELOPMENT REQUIREMENTS**

- Webinar trainings provided by Vendor as requested
- Administrator, teacher, student and parent trainings to successfully implement the exam and prescriptive solutions

**F. SUPPORT REQUIREMENTS**

- Vendor supported technical support to resolve issues within a twenty-four (24) hour timeframe during normal business hours
- Designated PA Cyber representative to help answer questions and assist with any issues that arise

**VI. EVALUATION FACTORS**

All Vendor Proposals will be evaluated in accordance with the following scoring rubric:

<b>Provider Scoring Breakdown</b>		
<b>Category</b>	<b>Weight</b>	<b>Total Score</b>
Technical Requirements	.25	
Assessment & Solution	.50	
Pricing Structure	.15	
Provider Qualifications	.10	

## **VII. PRICING STRUCTURE**

Cost structures must be provided for a K-8 Math and Reading Diagnostic Assessment and Prescriptive Learning Solution.

Vendor must also itemize all other services, add-ons and expenses not included in the above cost structure on Schedule D. PA Cyber will not be responsible for any costs not included in Vendor's Proposal.

## **VIII. VENDOR SUBMISSIONS**

Proposals must be organized in the manner specified below with Tabs. Failure to provide the required organized information will affect the evaluation of the Proposal and may be grounds for disqualification at PA Cyber's sole discretion.

**Table of Contents:** Include a table of contents for clear identification of the material by section and by page number.

**Tab 1 - Letter of Transmittal:** Write a letter of Transmittal, introducing the Proposal, summarizing your understanding of the Services, and highlighting the Vendor's unique qualifications for delivering this solution.

**Tab 2 - Proposal:** The Proposal should address Vendor's ability to meet the Service Specifications outlined in the RFP. The Proposal should be concise and should address the specification requirements as outlined in Section V. Vendor's Proposal must provide cost structures as described in Section VII.

**Tab 3 - Experience of Firm and Dedicated Staff:** Provide a summary of the Vendor's experience in delivering similar Services. Make every attempt to match experiences to specific requirements listed in this RFP in order to illustrate specific experiences that qualify the Vendor to deliver the Services. Also include the Vendor's capacity for delivering this proposed Services in this Tab.

**Tab 4 - References:** List at least three (3) other clients for whom the Vendor has provided services similar to the Services (with preference given to clients comparable to PA Cyber) and, for each such reference, the business name, the identification of a contact person, the title of the contact person, a telephone number and email address.

**Tab 5 – Schedule Forms:** It is required that the attached schedule forms be completed and returned with your Proposal organized in alphabetical order. If any form is not applicable, the form should be returned stating "not applicable". For all schedule forms, original signature pages are required.

## **IX. GENERAL CONDITIONS**

**A. COMPLIANCE WITH LAWS.** The Proposal shall at all times observe and comply with all laws, ordinances, regulations and codes of the federal, state, county and other local government agencies, which may in any manner affect the performance of the contract. The Vendor, as an employer, shall not discriminate against any worker, employee or applicant, or any member of the public because of race, creed, color, age, sex or national origin, nor otherwise commit an unfair employment practice.

**B. INCURRED COSTS.** PA Cyber is not liable for any cost incurred by the Vendor prior to the signing of a contract by all parties.

**C. NEGOTIATION OF SERVICES AGREEMENT.** PA Cyber reserves the right to reject any or all proposals or to award a Services Agreement to the next most qualified Vendor if the successful Vendor does not execute a Services Agreement within twenty (20) days after award of proposal. At its sole discretion, PA Cyber may extend the date for award of the Services Agreement. PA Cyber reserves the right to negotiate any or all terms upon award of proposal.

**D. ETHICS IN PUBLIC CONTRACTING.** By submitting its Proposal, Vendor certifies that its Proposal is submitted without collusion or fraud, that it has not offered or received any kickback or inducement from any other Vendor, supplier, manufacturer, subcontractor, customer or other person in connection with its Proposal and that it has not conferred on any public employee or official having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, employment, service or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.

**E. PROHIBITED CONTACT.** Registered and non-registered lobbying of PA Cyber staff members or Board members with respect to a pending project or award is prohibited during the time between the date the RFP is advertised and the date a final contract is awarded. Any contact between PA Cyber staff members or Board members and any representative of a Vendor relating to a pending project or award (whether by writing, telephone, e-mail or otherwise) outside of properly scheduled meetings, other than as intended and initiated by a PA Cyber staff member or a Board member, shall be grounds for disqualification of the Vendor from the RFP response process. By submitting a Proposal, the Vendor represents and warrants that it has not made, and will not make, any contact prohibited by this paragraph.

**F. CONFLICT OF INTEREST.** Vendor certifies that no PA Cyber Board member, staff member or any PA Cyber employee has a financial or beneficial interest in the Vendor.



**G. INSURANCE.** By submitting a Proposal in response to this RFP, the Vendor certifies that, if awarded a contract, it will have the insurance coverage required for performance of the Services, if any, at the time the work commences. Additionally, the Vendor certifies that it will maintain this insurance coverage throughout the entire term of the contract and that all insurance coverage shall be provided by insurance companies authorized to sell insurance in Pennsylvania. During the term of the contract, PA Cyber reserves the right to require the successful Vendor to furnish certificates of any required insurance for the coverage required by PA Cyber, if any is required.

**H. CONFIDENTIAL AND PROPRIETARY INFORMATION.** Vendor, by submittal of a Proposal, acknowledges that all Proposals may be considered public information in accordance with the Commonwealth of Pennsylvania Right to Know laws. Subject to award of this RFP, all or part of any Proposal may be released to any person or firm who may request it. Therefore, Vendor should specify in its Letter of Transmittal if any portion of its Proposal should be treated as proprietary and not releasable as public information. Vendor is aware that all designations of proprietary information may be subject to legal review and challenge. Any information considered proprietary should be indicated as such or not included in the Proposal.

**I. BINDING NATURE OF THIS RFP.** By submitting a Proposal, the Vendor agrees to be bound by all of the provisions of this RFP. The Vendor further agrees that, if it becomes the successful Vendor, the Vendor and its successors and assigns will continue to be bound by the provisions of the RFP for the duration of the Services Agreement term except to the extent any provision hereof is explicitly waived in the Services Agreement.

**J. APPLICABLE LAWS AND COURTS.** This RFP and any related Proposal and resulting contract shall be governed in all respects by the laws of the Commonwealth of Pennsylvania. Jurisdiction over any matter arising in connection with this RFP or any related Proposal or resulting contract hereunder shall be held by the state and federal courts having jurisdiction in Allegheny County, Pennsylvania and the Western Federal District (Pittsburgh).

**K. ADDITIONAL INFORMATION.** PA Cyber reserves the right to request clarification of information submitted and to request additional information of one or more Vendors.

**L. CAPTIONS.** Headings in all sections of this document are provided as a convenience only, and shall not affect the interpretation of this instrument, its attachments, and addenda.

**M. DEBARMENT.** Vendor certifies that the Vendor's principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation, by any Federal department or agency, from transactions involving the

use of Federal funds. If Vendor is unable to certify to any of the above, Vendor shall attach an explanation to its Proposal.

# **RFP SCHEDULES**

**CERTIFICATION OF PROPOSAL**

I (We) have read The Pennsylvania Cyber Charter School (“PA Cyber”) Request for Proposal (“RFP”) and fully understand its intent. I (We) certify that I (we) have adequate personnel and resources to fulfill the proposal requirements. I (We) further understand that our ability to meet the criteria and provide the required services shall be judged solely by PA Cyber.

I (We) further certify that, since the receipt of this RFP, no contact, discussion, or negotiation has been made nor will be made regarding this proposal, with any PA Cyber employee or Board Member other than the listed contact people in the RFP. I (We) understand that any such contact could disqualify this proposal.

I (We) certify that all schedules and addenda contained herein shall be considered part of the entire RFP and that the complete documents submitted shall be considered a legally binding document.

Submitted by:

\_\_\_\_\_  
Proposer’s Name

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Date

**THIS PAGE MUST BE SIGNED AND INCLUDED IN YOUR RESPONSE.**  
Unsigned responses will not be considered.

**ORGANIZATION**

Entity Name \_\_\_\_\_

Principal Name/Title \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

HISTORY/PROFILE OF PROPOSER OR PROPOSER'S FIRM.

DESCRIPTION OF ORGANIZATION (IF APPLICABLE). DESCRIBE IN DETAIL YOUR FIRM'S QUALIFICATIONS AND CAPABILITIES LISTED IN SCOPE OF SERVICES.

ATTACH RESUMES OR ANY ADDITIONAL INFORMATION ABOUT THE PROPOSER OR HIS OR HER COLLEAGUES THAT MAY BE CALLED UPON TO CONSULT WITH PA CYBER.

\*\*If additional space is needed, please attach information as an addendum to this Schedule B.

**REFERENCES, EXPERIENCE AND EXPERTISE**

Provide a list of organizations for whom you have provided the Services outlined in this RFP in the last three (3) years. Provide a short summary of the Services provided and the dates of Service. Please include a name and telephone number of a contact person who supervised your work where possible.

\*\*If additional space is needed, please attach information as an addendum to this Schedule C.

**COST**

- A. I (We) the undersigned, hereby propose to furnish all supervision, labor, materials, tools, equipment, supplies, services, insurance, transportation, and other incidental requirements necessary to perform the work in accordance with the foregoing RFP. The price quoted in the Proposal will be held firm for the duration of the contract period.

Please itemize any services or other expenses that are not included in the Vendor's Proposal.

\*If additional space is needed, please attach information as an addendum to this Schedule D.

COST

- B. I (We) acknowledge receipt of the following RFP addenda and have included their provisions in our proposal: (only necessary if additional RFP addenda have been issued)

Addendum No. \_\_\_\_\_ Addendum Date \_\_\_\_\_

- C. I (We) agree to hold the RFP amount firm for thirty (30) calendar days after the receipt of the proposal by PA Cyber. The contract period will be for one (1) year.
- D. I (We) have read and understand the RFP documents. Furthermore, I (We) are prepared to comply with all the requirements contained therein. Submitted by:

\_\_\_\_\_  
Proposer's Name

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Date

**THIS PAGE MUST BE SIGNED AND INCLUDED IN YOUR RESPONSE.**

Unsigned responses will not be considered.



**NON-COLLUSION AFFIDAVIT**

State of \_\_\_\_\_ :  
County of \_\_\_\_\_ :

I state that I am the \_\_\_\_\_ of \_\_\_\_\_  
(Title) (Name of Firm)

and that I am authorized to make this affidavit on behalf of my firm, and its owners, shareholders, principals, directors, and officers. I am the person responsible in my firm for the price(s) and the amount of this RFP response.

I hereby certify that:

(1) The price(s) and amount(s) of this RFP response have been arrived at independently and without consultation, communication or agreement with any other Vendor.

(2) Neither the price(s) nor the amount(s) of this RFP response, and neither the approximate price(s) nor approximate amount(s) of this RFP response, have been disclosed to any other firm or person who is a Vendor or potential Vendor, and the price(s) and/or amount(s) will not be disclosed before RFP response opening.

(3) No attempt has been made or will be made to induce any other firm or person to refrain from RFP response on this contract, or to refrain from submitting a RFP response higher than this RFP response, or to submit any intentionally high or noncompetitive RFP response or other form of complementary or bogus RFP response.

(4) The RFP response of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any other firm or persons to submit an intentionally high or noncompetitive RFP response or other form of complementary or bogus RFP response.

(5) \_\_\_\_\_, its affiliates,  
(Name of Firm)

subsidiaries, shareholders, principals, officers, directors and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction involving conspiracy or collusion with respect to RFP responding on any public contract, except as follows:

**Schedule E (Continued)**

I further certify that \_\_\_\_\_ understands,

(Name of Firm)

acknowledges, and agrees that the above representations are material and important, and will be materially relied upon by PA Cyber in awarding the contract(s) for which this RFP response is submitted. I understand and agree, and my firm understands and agrees, that any misstatement in this affidavit is and shall be treated as fraudulent concealment from PA Cyber of the true facts relating to the submission of RFP response s for this contract.

\_\_\_\_\_  
(Name and Company Position)

STATE OF \_\_\_\_\_ )  
 )                      SS:  
 COUNTY OF \_\_\_\_\_ )

On this \_\_\_\_ day of \_\_\_\_\_, 2019, before me, a Notary Public, the undersigned officer, personally appeared \_\_\_\_\_, the \_\_\_\_\_ of \_\_\_\_\_, a \_\_\_\_\_, known to me (or satisfactorily proven) to be the person whose name is subscribed to the within instrument and acknowledged that s/he executed the same for the purposes therein contained as the \_\_\_\_\_ of \_\_\_\_\_.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal.

\_\_\_\_\_  
Notary Public

MY COMMISSION EXPIRES:

**THIS PAGE MUST BE SIGNED AND INCLUDED IN YOUR RESPONSE.**

Unsigned responses will not be considered.